

**John Lancaster Spalding Scholarship Fund**  
**Protocols and Procedures for 2019-2020**  
**Deadline Date: April 15, 2019**

**PROTOCOLS:**

- A family applying for Spalding Scholarship assistance must be an active member in good standing of a parish in the Catholic Diocese of Peoria.
- The student[s] for whom the aid is being sought must be enrolled in good standing [or seeking to be enrolled] in grades K through 12 in a Catholic school located in the Diocese of Peoria.
- All scholarship assistance will be based on a family's financial need objectively assessed. The diocese will use FACTS Grant & Aid Assessment Services to determine financial need.
- All scholarship assistance will also be dependent upon the recommendation of the pastor that the family is an active member of the parish in good standing
- If a student changes schools during a school year, tuition assistance grants will follow the student as long as the student is enrolled in and in good standing in a Catholic school in the Diocese of Peoria and the family is a member in good standing of a parish in the Diocese of Peoria.
- All awards are for one school year only. A family must apply for Spalding Scholarship assistance each school year.
- The number of grants and the amount of each grant for the school year will be dependent upon the funds available and the size and need of the applicant pool.
- Payment of Spalding Scholarship Grants will be made twice a year directly to the Catholic school a student attends. These grants will be applied to the family's tuition obligation. It is anticipated that tuition assistance grants will be announced by mid-June 2019.
- If the student receives an Illinois Tax Credit Scholarship for full or partial tuition for 2019-2020, (qualifications and application information can be found at [www.empowerillinois.org](http://www.empowerillinois.org)), they are ineligible to receive a Spalding Scholarship, and any Spalding award previously granted for 2019-2020 will be rescinded.

**PROCEDURES:**

- Families interested in applying for tuition assistance from the Spalding Scholarship Fund must complete a **FACTS Grant & Aid Application**. Filing online at [online.factsmgt.com/aid](http://online.factsmgt.com/aid) is the fastest and most direct method of submitting the **application and required supporting tax documents**. A family may also obtain a printed copy of the FACTS Grant & Aid Application from the school that their child attends or will attend, and complete it according to directions. **The application and supporting tax documents must be received by FACTS by April 15, 2019.**
- The completed FACTS application, the \$30 fee, and any required supporting documents are to be filed with FACTS according to their directions.
- Families must also request the pastor submit a recommendation to the Office of Catholic Schools verifying good standing in the parish.
- The application process is complete only when the pastor's recommendation has been submitted to the Office of Catholic Schools and when a completed parent financial aid application, and required supporting documents and the fee, have been submitted to FACTS. Submit your application and supporting documents before the April 15, 2019 deadline. **Only completed applications which include supporting documents submitted on or before April 15, 2019 will be considered when Spalding assistance awards are determined.**
- A Checklist of all steps to complete when submitting an application for a Spalding Scholarship application is available at [www.cdop.org](http://www.cdop.org), under **Catholic Education** and then under **Financial Assistance**. Scroll to the bottom of the page and select the link to the forms.

Checklist for a Spalding Scholarship Application for 2019-20

- Thoroughly read the **Protocols and Procedures for details** on how to complete the application process.
- Submit the **FACTS Grant & Aid Application** online (preferred) or by mail. See contact information below.
- Pay the **\$30 application fee** to FACTS Management Company.
- Upload, fax or mail your **2018 federal income tax return and ALL supporting tax schedules and documents** to FACTS Management Company **by April 15, 2019.**
- Upload, fax or mail your **2018 W-2 Wage & Tax Statements** to Facts Management Company **by April 15, 2019.**
- Ask your **parish pastor to submit a recommendation** to the Diocesan Office of Catholic Schools that your family is in good standing in the parish.
- If your student received an Illinois Tax Credit Scholarship (TCS) for 2019 -2020, do not apply for a Spalding scholarship. Students are ineligible to receive a Spalding scholarship if they receive a full or partial TCS.

Apply as early as you can, but **ALL DOCUMENTS MUST BE SUBMITTED BY THE DEADLINE DATE OF APRIL 15, 2019**, for the application to be considered for the Spalding Scholarship.

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**FACTS CONTACT INFORMATION:**

**New: You can chat with a FACTS representative online if you have a question when completing the application.**

Online application:	<a href="http://online.factsmgt.com/aid">online.factsmgt.com/aid</a>
Customer Service number:	(866) 315-9262
Fax number for supporting documents:	(866) 315-9264
Supporting documents & paper applications mailed to:	FACTS Grant & Aid Assessment P. O. Box 82524 Lincoln, NE 68501-2524

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